

FY2017 Performance Accountability Report

The Performance Accountability Report (PAR) measures each agency's performance for the fiscal year against the agency's performance plan and includes major accomplishments, updates on initiatives, and key performance indicators (KPIs).

Mission

The mission of the Office of Campaign Finance (OCF) is to regulate and provide public disclosure and transparency to protect and ensure public trust in the integrity of the election process and government service.

Summary of Services

The Office of Campaign Finance processes and facilitates the public disclosure of financial reports, which are required by law to be filed with the OCF. OCF also performs desk reviews and develops statistical reports and summaries of the financial reports; encourages voluntary compliance by providing information and guidance on the application of the District of Columbia Campaign Finance Act of 2011 (the Act), as amended, through educational seminars, interpretative opinions, and the OCF Web Site; and enforces the Act through the conduct of audits, investigations, and the informal hearing process.

FY17 Top Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
Produced and disseminated the OCF 2017 Biennial Report of Contributions and Expenditures on January 31, 2017 for the period from January 2015 through December 2016 to the Mayor and the Council of the District of Columbia, and to the public, at the OCF Web Site and the D.C. Public Library.	The production of the Biennial Report furthers the responsibility of the Agency to ensure the disclosure and transparency of the financial transactions reported by candidates and committees in their Reports of Receipts and Expenditures filed with the OCF.	The Report provides the public with a summary of the receipts and expenditures of candidates for elective office, with the exception of ANC candidates, and the various committees registered with the Agency, for the prior two year period in dollar amount and percentage terms, by donor categories and the size of the donation, and expenditure type.
Achieved 99.7% compliance with the legislative mandate to file all financial reports online at the OCF Web Site, and 100% compliance with the mandate for all newly registered candidates and treasurers to attend training on their responsibilities under the Campaign Finance Act.	Achieving the 100% compliance rate with the training mandate promotes voluntary compliance with the Campaign Finance Laws as demonstrated through the near 100% compliance rate achieved with the electronic filing program, and the overall 95% compliance rate achieved for the filing of financial reports by all registrants under the Campaign Finance Act.	Achieving the 100% compliance rate in the Mandatory Training Program assured the residents of DC that the filing community participated in training which focused on their reporting requirements under the Campaign Finance Laws, and committed to comply with the laws. The submission of financial reports online provides real time access to the financial transactions reported by candidates and committees.
Expanded the OCF Educational Program to introduce the Webinar as a live web based training tool to address the reporting requirements of the Campaign Finance Laws.	The Agency continues to explore the use of its Web Site to attract the broadest audience for public education, and will utilize the Webinar to invite recently registered candidates and treasurers to participate and further reinforce their reporting obligations under the Campaign Finance Laws.	The Webinar provides a further opportunity for the public and the filing community to become familiar with and understand the laws of the District of Columbia which govern campaign operations in order to increase voluntary compliance with the reporting requirements, the contribution limitations, and the prohibitions of the laws. The Webinar offers live interaction through which the public is invited to ask questions.

2017 Strategic Objectives

Objective Number	Strategic Objective
1	Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act.
2	Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act.
3	Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act.
4	Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website.
5	Create and maintain a highly efficient, transparent and responsive District government. **

2017 Key Performance Indicators

Measure	Freq	Target	Q1	Q2	Q3	Q4	FY 2017	KPI Status	Explanation
1 - Provide fair, effective, and timely enforcement programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (3 Measures)									
Percent of informal hearings conducted and closed before the next filing deadline.	Quarterly	100%	100%	100%	900%	100%	140.7%	Met	
Percent of Interpretative Opinions issued within thirty (30) days.	Quarterly	100%	100%	No applicable incidents	No applicable incidents	100%	100%	Met	
Percent of expedited advice for time-sensitive election related matters issued within fifteen (15) days of request.	Quarterly	100%	100%	100%	No applicable incidents	100%	100%	Met	.
2 - Provide high quality educational outreach services (entrance conferences, training seminars, publications, and online tutorials) to increase full disclosure and voluntary compliance with the Campaign Finance Act. (1 Measure)									
Total number of mandatory training conferences conducted.	Quarterly	1	1	4	7	17	29	Met	
3 - Provide fair, effective, and efficient audit programs and activities to increase and support the full, accurate, and complete disclosure of documents and actions relevant to the Campaign Finance Act. (2 Measures)									
Percent of financial reports reviewed, evaluated, and analyzed before the next filing deadline.	Quarterly	100%	100%	100%	100%	100%	100%	Met	
Percent of periodic random audits conducted within sixty (60) days of initiation.	Quarterly	100%	100%	100%	100%	100%	100%	Met	

4 - Provide a high quality web-internet based public disclosure system to receive the online submission of financial reports, and to ensure the availability of campaign finance data and information in a manner that is easy to navigate, search, sort, and retrieve at the OCF Website. (1 Measure)

Total number of financial reports filed electronically.	Quarterly	246	246	530	67	121	964	Met	
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5 - Create and maintain a highly efficient, transparent and responsive District government. (1 Measure)**

Percent of investigative matters closed within ninety (90) days of opening	Quarterly	100%	No applicable incidents	No applicable incidents	100%		Data Forthcoming		
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We've revisited a project to standardize District wide measures for the Objective "Create and maintain a highly efficient, transparent and responsive District government." New measures will be tracked in FY18 and FY19 and published starting in the FY19 Performance Plan.

2017 Workload Measures

Measure	Freq	Q1	Q2	Q3	Q4	FY 2017
1 - Enforcement Program (3 Measures)						
Total number of investigations completed within 90 days	Quarterly	0	0	2	0	2
Total number of informal hearings conducted	Quarterly	27	20	27	9	83
Total number of Interpretative Opinions and Expedited Advice issued	Quarterly	7	0	0	5	12
2 - Educational Outreach Services (1 Measure)						
Total number of mandatory training conferences conducted.	Quarterly	1	4	7	17	29
3 - Audit Programs (2 Measures)						
Total number of financial reports reviewed, evaluated, and analyzed for the reporting period	Quarterly	317	453	151	171	1092
Total number of periodic random and full field audits completed by the Audit Division	Quarterly	4	5	2	6	17
4 - Public Information collection and dissemination online and onsite (2 Measures)						
Total number of financial reports filed electronically.	Quarterly	246	530	67	121	964
Total number of financial reports filed	Quarterly	246	532	67	121	966

2017 Strategic Initiatives

Title	Description	Complete to Date	Status Update	Explanation
OFFICE OF THE GENERAL COUNSEL (2 Strategic initiatives)				
Site Visits to Early Voting Centers and Election Precincts	The Office of the General Counsel will organize the conduct of site visits to the Early Voting Centers and to at least ten (10) of the Election Precincts operated by the Board of Elections in each of the eight (8) Wards during the November 8, 2016 General Election, to observe campaign activity. The	Complete	Site visits were organized to the Early Voting Centers and to 85 of the Election Precincts operated by the Board of Elections during the November 8, 2016 General Election.	

	OCF staff will provide counsel where necessary concerning the application of the campaign finance laws.		10 or more Precincts were inspected within each Ward. Staff provided counsel where necessary, and found very few infractions. Electioneering markers were accurately measured and placed at the 50 foot boundary from the Precinct entrance; electioneering activity was conducted within the appropriate boundaries; and most campaign signs observed displayed the proper disclaimers.
Creation of Expedited Advice Database	The Office of the General Counsel will create a database of advice issued concerning time-sensitive election related matters, numbered in chronological order and sorted by topic, for public search at the OCF Web Site. Because of time constraints, the requests for expedited advice are addressed within fifteen (15) days of receipt and are distinguished from requests for interpretative opinions. The creation of the database will provide an additional resource for the public relative to the application of the campaign finance laws, and a reference point for OCF to ensure the consistency of advice.	Complete	The Office of the General Counsel has completed the compilation of the expedited advice issued by the Agency on time sensitive election related matters, numbered in chronological order and sorted by topic for publication at the OCF Web Site. The Expedited Advice Database was introduced at the OCF Web Site on December 21, 2017.

PUBLIC INFO. & RECORD MANAGEMENT (2 Strategic initiatives)

Dissemination of Biennial Report	The Office of Campaign Finance will produce and disseminate in an electronic format on January 31, 2017, the OCF Biennial Report of Contributions and Expenditures to the Mayor and the Council of the District of Columbia, and to the public. The report will describe the receipts and expenditures of candidates for elective office, with the exception of ANC candidates, for the prior two year period, in dollar amount and percentage terms, by donor categories and the size of the donation, and expenditure type. Graphs will be used to present the percentage terms. The receipts and expenditures of the political committees, political action committees, and independent expenditure committees will also be summarized.	Complete	On January 31, 2017, the OCF issued the 2017 Biennial Report of Contributions and Expenditures to the Mayor and the Council. The data from the financial transactions reported was summarized for the period from January 2015 through December 2016. For the first time, the Biennial Report presented a listing and chart depicting the Top Three Committees by Contributions Received, for each committee type.
Evaluation of Online Survey	The Office of Campaign Finance will evaluate the results of the online survey employed during FY 2016 to evaluate the effectiveness of the OCF Web Site to deliver relevant information and services following the redesign and modernization of the Web Site and E-Filing System in FY 2015 to improve data access, system performance, and the navigation scheme. The OCF will consider and implement the recommendations, if any, of the Survey, where feasible.	Complete	The OCF online survey was open from August 2016 to January 2017 for users of the Web Site to participate in the survey via a popup window. A total of 26 users responded. The Website Usability Survey Report was submitted to the OCF on January 13, 2017, and the results evaluated and recommendations for enhancements were forwarded to the OCF on September 26, 2017. The recommendations are under consideration by OCF Management.

REPORT ANALYSIS & AUDIT DIV. (2 Strategic initiatives)

Conduct Periodic Random Audits	During FY 2017, the Office of Campaign Finance will conduct periodic random audits of the activity reports of the Constituent Service and Statehood Fund Programs following the close of the October 1st and April 1st Filing Deadlines, and of the continuing committees following the January 31st and July 31st Filing Deadlines.	Complete	During FY17, the Agency issued fourteen (14) Periodic Audit Reports of candidates active in the 2016 and 2018 Election Cycles, Political Action Committees, and the Constituent Service Programs. The Audit Branch conducted 1092 Desk Reviews of the financial reports filed with the Agency; issued 142 Requests for Additional Information and received 92 responses, remainder due in FY18; and recommended 17 Committees for Termination upon the approval of their Final Accounts.	
Full Field Audit of Campaign Operations	The Office of Campaign Finance will select for full field audit the campaign operations of the principal campaign committees of candidates newly elected to Office following the certification of the results of the November 8, 2016 General Election by the Board of Elections. The conduct of an audit will require the reporting entity to submit all banking records and statements, invoices, loan documents, and receipts maintained in support of the transactions reported during the coverage period. This will allow the Audit Division to verify report entries against the supporting documentation and ensure the accuracy of the financial transactions.	Complete	During FY17, the Agency issued two (2) Audits of the Principal Campaign Committees of Public Officials newly elected during the 2016 Election Cycle. The full field audit was conducted of the entire operations of each Committee from its organization to the request for termination. The OCF examined all documentation underlying each transaction reported on the financial reports of each Committee to verify the accuracy of the report entries.	

TRAINING AND DEVELOPMENT (2 Strategic initiatives)

Increase Educational Outreach to ANC Candidates	During the 2016 Election Cycle, the Office of Campaign Finance will increase its outreach services and activities at the OCF Website, Facebook Page, and Twitter Account, and through the issuance of reminder letters of the impending report date, and onsite training seminars, to focus on the reporting requirements of Advisory Neighborhood Commission Candidates, specifically the use of disclaimers on campaign literature, and the requirement to electronically file the Summary Financial Statement Form within sixty (60) days following the certification of the November 2016 General Election Results by the Board of Elections. This will increase the compliance rate of the candidates with the reporting requirements of the Campaign Finance Act.	Complete	During FY17, the ANC candidates in all eight (8) Wards were invited to attend training on October 6, 13, and 20th, 2016 to specifically address their reporting requirements. A total of 93 candidates participated in the OCF onsite training, and or the online training module offered from October 2016 to January 2017. The OCF Facebook Page, Website, Twitter Account, and the December 2, 2016 Reminder Letters were also used to disseminate information to the candidates. 425 of the 450 required filers (94%) submitted the Statement to the OCF.	
Mandatory and Continuing Educational Programs	During FY 2017, the OCF will continue to schedule and conduct Mandatory Training for each candidate for public office and the treasurer of each committee within fifteen (15) calendar days of their registration with the Agency. The Agency will conduct onsite monthly training sessions, commencing January 2017 for the public, continuing committees, and for the Constituent Service and Statehood Fund Programs. The OCF will circulate surveys at the end of each training session to the participants to evaluate if the	Complete	During FY17, the OCF achieved a 100% compliance rate with the mandate for new candidates and the treasurer of each newly organized committee and Constituent Service Program to attend training on their responsibilities and duties under the Campaign Finance Laws. Each of the twenty-nine (29) new candidates and	

presentation achieved targeted satisfaction, and make changes, where necessary.

treasurers who registered during FY17 attended the training and swore or affirmed to follow the Campaign Finance Laws. Held 38 onsite training seminars and mandatory training conferences.